



# Policy Document

## Software Policy

[23/08/2011]

**Document Control**

<b>Organisation</b>	Redditch Borough Council
<b>Title</b>	Software Policy
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<b>Filename</b>	Software Policy.doc
<b>Owner</b>	Mark Hanwell – ICT Transformation Manager
<b>Subject</b>	Software Policy
<b>Protective Marking</b>	Unclassified
<b>Review date</b>	23/08/2011

**Revision History**

Revision Date	Revisor	Previous Version	Description of Revision

**Document Approvals**

This document requires the following approvals:

Sponsor Approval	Name	Date
Head of Business Transformation	Deborah Poole	23 <sup>rd</sup> August 2011

**Document Distribution**

This document will be distributed to:

Name	Job Title	Email Address

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## 1 Policy Statement

Redditch Borough Council will ensure the acceptable use of software by all users of the Council's computer equipment or Information Systems.

## 2 Purpose

The purpose of this document is to state the software policy of Redditch Borough Council.

All existing Council policies apply to your conduct with regard to software, especially (but not limited to) the following:

- Email Policy.
- Internet Acceptable Usage Policy.
- IT Access Policy.
- Remote Working Policy.

## 3 Scope

This document applies to all Councillors, Committees, Departments, Partners, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Redditch Borough Council purposes.

## 4 Definition

This policy should be applied at all times that the Council's computer equipment or Information Systems are used.

## 5 Risks

Redditch Borough Council recognises that there are risks associated with users accessing and handling information in order to conduct official Council business.

This policy aims to mitigate the following risks:

- The non-reporting of information security incidents, inadequate destruction of data, the loss of direct control of user access to information systems and facilities etc.

Non-compliance with this policy could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide necessary services to our customers.

## 6 Applying the Policy

### 6.1 Software Acquisition

All software acquired by Redditch Borough Council must be purchased through the ICT Department. Software acquisition channels are restricted to ensure that Redditch Borough Council has a complete record of all software that has been purchased for Redditch Borough Council

computers and can register, support, and upgrade such software accordingly. This includes software that may be downloaded and/or purchased from the Internet.

Under no circumstances should personal or unsolicited software (this includes screen savers, games and wallpapers etc.) be loaded onto a Council machine as there is a serious risk of introducing a virus.

### **6.2 Software Registration**

The Council uses software in all aspects of its business to support the work carried out by its employees. In all instances every piece of software is required to have a licence and the Council will not condone the use of any software that does not have a licence.

Software must be registered in the name of Redditch Borough Council and the department in which it will be used. Due to personnel turnover, software will never be registered in the name of the individual user.

The ICT department maintains a register of all Redditch Borough Council software and will keep a library of software licenses.

Redditch Borough Council holds licences for the use of a variety of software products on all Council Information Systems and computer equipment. This software is owned by the software company and the copying of such software is an offence under the Copyright, Designs and Patents Act 1988, unless authorised by the software manufacturer.

It is the responsibility of users to ensure that all the software on their computer equipment is licensed.

### **6.3 Software Installation**

Software must only be installed by the ICT department once the registration requirements have been met. Once installed, the original media will be kept in a safe storage area maintained by ICT.

Software may not be used unless approved by the ICT Transformation Manager or their nominated representative.

Shareware, Freeware and Public Domain Software are bound by the same policies and procedures as all other software. No user may download or install any free or evaluation software onto the Council's systems without prior approval from ICT.

### **6.4 Personal Computer Equipment**

Redditch Borough Council computers are Council-owned assets and must be kept both software legal and virus free. Only software acquired through the procedures outlined above may be used on Redditch Borough Council machines. Users are not permitted to bring software from home (or any other external source) and load it onto Redditch Borough Council computers. Council-owned software cannot be taken home and loaded on a user's home computer.

### **6.5 Software Misuse**

Redditch Borough Council will ensure that Personal Firewalls are installed where appropriate. Users **must not** attempt to disable or reconfigure the Personal Firewall software.

It is the responsibility of all Council staff to report any known software misuse to their line manager. Councillors should inform the ICT Transformation Manager of such instances.

According to the Copyright, Designs and Patents Act 1988, illegal reproduction of software is subject to civil damages and criminal penalties. Any Redditch Borough Council user who makes, acquires, or uses unauthorised copies of software will be disciplined as appropriate under the circumstances. Redditch Borough Council does not condone the illegal duplication of software and will not tolerate it.

### 7 Policy Compliance

If any user is found to have breached this policy, they may be subject to Redditch Borough Council's disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

If you do not understand the implications of this policy or how it may apply to you, seek advice from ICT.

### 8 Policy Governance

The following table identifies who within Redditch Borough Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and implementing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation or amendment.
- **Informed** – the person(s) or groups to be informed after policy implementation or amendment.

<b>Responsible</b>	ICT Transformation Manager
<b>Accountable</b>	Head of Business Transformation
<b>Consulted</b>	Corporate Management Team
<b>Informed</b>	All Council Employees, All Temporary Staff, All Contractors etc

### 9 Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.

Policy review will be undertaken by the ICT Transformation Manager.

### 10 References

The following Redditch Borough Council policy documents are directly relevant to this policy, and are referenced within this document:

- Email Policy.
- Internet Acceptable Usage Policy.
- IT Access Policy.
- Remote Working Policy.

The following Redditch Borough Council policy documents are indirectly relevant to this policy:

- GCSx Acceptable Usage Policy and Personal Commitment Statement.
- Computer, Telephone and Desk Use Policy.
- Legal Responsibilities Policy.
- Removable Media Policy.
- Information Protection Policy.
- Human Resources Information Security Standards.
- Information Security Incident Management Policy.
- IT Infrastructure Policy.
- Communications and Operation Management Policy.

### 11 Key Messages

- All software acquired must be purchased through the ICT Department.
- Under no circumstances should personal or unsolicited software be loaded onto a Council machine.
- Every piece of software is required to have a licence and the Council will not condone the use of any software that does not have a licence.
- Unauthorised changes to software **must not** be made.
- Users are not permitted to bring software from home (or any other external source e.g. ipod, mobile phone, personal memory stick, email) and load it onto Council computers.
- Users **must not** attempt to disable or reconfigure the Personal Firewall software.
- Illegal reproduction of software is subject to civil damages and criminal penalties.